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From: Debbie Calhoun <dccal@CLEMSON.EDU>
Subject: Revised minutes from the 2/8/2000 CSC meeting
To: CLASSIFIED_STAFF_REPS@CLEMSON.EDU

Good Morning,

The revised minutes for the February CSC are attached and follow below.

CLEMSON UNIVERSITY
CLASSIFIED STAFF COMMISSION MINUTES
Tuesday, February 8, 2000

PRESENT: Karen Addis, Jennifer Arblaster, Alexandra Barnes, Brian Becknell, Cathy Bell, Barbara Bergman, Roxanne Bernard, Lynn Boiter, Joyce Bridges, Brandy Burns, Debbie Calhoun, Jenna Donald, Dianna Haynes, Wendy Howard, Jean Kopczyk, Cory Massey, Martha Morris, Greg Padgett, Sandra Parker, Stephen Perry, Tammy Rothell, Olivia Shanahan, Betsey Shira, Linda Smith, Charlotte Swafford, Barbara Warmath, April Warner, J.G. Williams, Ron Herrin

ABSENT: Patty Ables, Nancy Allgood, Bonnie Arrick, Jerry Beckley, Kathy Bragg, Sandra Burkett, Harold Campbell, Chris Caracciolo, Susan Eller, Darline Graham-Boggs, Ruth Griffin, Scott Logan, Robin Page, Pam Parnell, Wanda Reed

GUESTS: Beth Jarrard

Cathy Bell called the meeting to order at 10:10 AM.

1. Guest Speaker: Almeda Jacks and Joe Granger on Parking Issues: Parking is a hot topic. We work hard to make parking a "win-win" situation for everyone. They have three groups looking at the situation. They have enough spaces but everyone doesn't think that parking is convenient for them. In 1992, Almeda took over Parking and in 1993, current policies were put into place by the Administration. The Parking Advisory Board is chaired by David Hamilton, with Joe Granger as ex-officio member. Thornton Kirby chairs the Parking Taskforce. The Committee on Parking reports to Almeda Jacks. They are working on the parking problem. Parking is an auxiliary; therefore they must generate funds through vehicle registration. Cost of a parking garage would be \$10,000 per space. Clemson University cannot afford this. As opposed to \$1,000 per space for a parking lots. We need to do what is best for the campus as a whole. Poor coordination has caused a lack of communication. CU needs to do a better job of communicating with the University community on the whole. From March to mid-August the east end zone of stadium lot will be repaired, which will affect 22 commuter spaces. Calhoun Mansion renovation project starts in May through June. Parking at the Calhoun Mansion should not be affected. In the summer through early fall, Hardin Hall will be going through renovation. It will affect parking and the site plan has not been completed. Architects will be on board this summer to start the Fike renovation. It will affect parking in Summer 2001. They hope to have decisions made by September to set plan. Parking spaces on the campus are allocated as

follows: 25% - Faculty and Staff, 74% - Students and 1% - Vender and Service. Only two other institutions have prorated parking registration fees. For gated lots with keys, you would pay extra. Administrative Council and President make policy decisions. Send comments to Cathy and Barbara Bergman on parking.

2. Minutes were approved as amended.
3. **Open Commentary:** None
4. **President's Report:** Cathy Bell reported

A. **Academic Council** has not met.

B. **Administrative Council:** Council on Diversity was discussed and approved. They held a retreat on Monday and Tuesday of last week, where they discussed salary concerns. The "Loose Group" has been formed to work with IR on doing a study to look at salary concerns. Members are asked to submit questions to Cathy on what we want the survey to address. This survey should address all issues of concern to staff.

C. **Board of Trustees:** Met in January. Cathy gave a report at the Finance sub-committee and Full Board Meetings. She got a lot of good feedback. Brian and Cathy attended the dinner with Board of Trustees, which Thornton Kirby set up so they could get to know the leaders of the constituent groups on campus.

D. **Legislative Affairs:** House Ways and Means Committee is still debating salaries. Everyone is pushing for full funding for raises when they speak with the legislators.

E. **President's Cabinet:** They have had a format change in their purpose. It is to advise on policy issues. They should now have more substantive meetings.

F. Still having Solid Orange meetings. The next event will be at Cox Plaza on April 6th at 1:00-5:00 PM. Get suggestions in to Cathy by tomorrow. Founder's Day is also April 6th. President's Inauguration is April 7th. Staff is supposed to be part of inauguration procession. It will be held at 2:30 PM with a reception afterwards.

G. Executive committee passed motion to submit a request for representation on the Library Advisory Committee. Let Cathy know how you or your constituents use the libraries.

H. Faculty Senate is looking at role for staff in the faculty/administration evaluations. Currently have one form used by all, but questions are not geared toward things on which staff could evaluate administrators. Administrative staff is not a good definition of who should complete this form. Suggestion was made to change that to staff rated or reviewed directly by administrator. See Cathy if you want to see this document or have other suggestions.

I. Send Cathy your suggestions on how the Faculty Senate could support staff in getting raises.

J. Look at attachment to the agenda.

K. Cathy received a letter from President Barker addressing our salary concerns. He formed the "Loose Group." Administrative Council is looking at the evaluation process for staff. Cathy will send out copy of his response.

L. We need one staff member each, who hold a Master's degree to serve as Marshall (longevity) and Banner Bearer (new employee).

5. **Announcements from Vice President:**

A. Scholarships application process deadline is April 1.

B. They are putting gravel in the lot where they have allowed parking to occur at the corner of Perimeter and Cherry Roads. You will need to find alternative parking until the process has been completed starting tomorrow. News regarding parking changes may be found on the web at www.clemson.stuaff/parking.

C. Request the minutes/agenda by Friday noon prior to meeting on Tuesday. Need support person to help expedite paper work.

6. **Treasurer's Report:** Greg reported he is processing payments. Scholarship Committee has prepared their budget. Need to determine Luncheon Budget, Scholarship Budget and cost for student support.

7. **Committee Reports:**

A. **Standing Committees:**

1. **Membership:** Alexandra Barnes reported the Election Committee sent out forms for nominations and elections. We need nominations in these areas: 1 (Wendy Howard), 3 (Sue Eller, Barbara Warmath), 6,10 (Jerry Beckley), 11, 15(Joyce, Martin), 18 (FMO), 20(FMO), 25 (Cory Massey, Greg Padgett). Cathy wrote memo on time commitments involved with serving on commission. Cathy was interested in sending out to areas that need representatives. Suggestion was made to send to all of us.

2. **Communications:** Jerry Beckley reported that the web page changed. Now the newsletter is in color. Go on CSC home page.

3. **Policy & Welfare:** April Warner reported that an email was sent out to CS about concerns on prescription card. Contact SCSEA regarding your concerns on drug card. Don't use Clemson computers to contact legislators. Send an email to CSC with list of concerns. Employees have commented they do not know who to contact for weather announcements regarding bad weather pending. The University is pretty much always open. Don't put yourself in danger. 656-3311 is the hotline number. If you can't get to work, then you just can't get to work. This should be communicated to employees. If you don't see or hear that CU is closed, assume that it is open. Supervisors should inform employees. It may be possible to use President's Cabinet to address this issue. If you don't know how to contact constituents contact Debbie or Alex. P&W Committee is looking at holding Open Forums give representatives opportunity to have informal brown bag lunch, once a month, for feedback before next meeting. President Barker is going to start brown bag lunch program. Encourage faculty and staff to attend.

4. **Scholarship:** Cory Massey reports they met on 1/27/00. There was a brief review of last minutes. Brian Becknell reported on the last year's tournament and categories of Sponsorships. Committee members were given a list of sponsors from last year's tournament assigned specific ones to contact. Betsey Shira will distribute via email a list of the prize and/or donations the sponsors had contributed last year. This year's tournament is set for May 19, 2000 at the Walker Course. Lynn Boiter was elected Vice Chair by acclamation, Cory Massey will continue to serve as chair and Betsey Shira will continue to serve as Secretary. After great discussion, it was determined the best time for the monthly meetings would be the second Monday morning of each month at 10:00 am. The next meeting will be February 14. Beginning in March, the committee will have to start meeting on a weekly basis to ensure the tournament's success. Golf Tournament Flyer is on web site. Pictures were scanned in from last year's tournament.

B. **University Committees:**

1. **Accident Review Board:** Willie Williams reported they did not meet.

2. **Athletic Council:** Cathy Bell reported President Barker attended the meeting and said he has met with all athletic department officials and stated the importance of the athletic program. He also discussed the responsibilities of the Council and wants it to play a proactive role. Bill D'Andrea distributed and discussed 1) returning tutor/mentor training, 2) Clemson's athletes setting a record in the classroom, and 3) personal growth

and development evaluations. The next meeting is scheduled for 2/17.

3. Bookstore Advisory: Wendy Howard reported that they have not met. Bonnie Arrick will be leaving the area this spring so she will no longer be co-representing on the Bookstore Advisory Committee. Wendy will now also represent staff on the Bookstore RFP Response Evaluation Committee

4. Budget Council: Greg Padgett reported they did not meet.

5. CATS: Robbie Nicholson reported CATS began service to Southern Wesleyan University on Mon. 1/18/00. The transportation is a free service, and is available to students and residents alike. Al Babinicz, CAT Administrator, stated that "The decision to adopt public transportation is an economic development decision. Connecting Clemson with the town of Central will bring great economic development opportunities to both communities, while at the same time improving the quality of life for the residents and making the community livable." Last year CAT delivered a total of 590,776 passengers to their locations safely, and recently celebrated its fourth year in service.

6. Faculty Senate Budget Accountability Committee: Debbie Calhoun reported they have not met.

7. Human Resources Advisory: Brian Becknell reported merit pay increases will be reflected in the March 3rd paycheck. New vacancy list is on the HR web page.

8. Joint City/University: Greg Padgett

9. Parking Advisory: Barbara Bergman reported you need to read the attached memo from Almeda Jacks.

10. President's Commission on the Status of Women: Myra Cato reported they presented a request compiled by representatives from the Women's Commission, Classified Staff Commission, Black Faculty and Staff Commission, Extension Senate and Faculty Senate for a salary study to the President's Administrative Council on January 17. They met on Friday, 1/28/00. Shirley Davis, Research and Planning, Access and Equity spoke on the revision/restatement of the University's Sexual Harassment policy and associated literature. A great deal of our meeting time was spent discussing the how-to's of developing a salary study that can serve as a baseline from which the President and other appropriate personnel can evaluate the University's compensation philosophies, policies and practices. Their next meeting is at 1:30 PM, Friday, 2/25/00.

11. Recreation Advisory: Steve Perry reported next meeting will be 2/16/00.

12. SCSEA: Betty Cook reported they are meeting Thursday to talk about trip to Columbia. Larry Ellis is retiring. There are no upstate representatives on the committee to search for new director.

13. Travel Services User Group: Cory Massey reported they met on 1/31/00. Kay Shaw called the meeting to order and reviewed last meeting minutes. John Gilbert discussed the present position of Travel with the University. CU has no contract at this time with any travel agencies. Due the contract with Small World, CU and Small World agreed to end the contract as of 11/12/99 (ad ran in Inside Clemson). All departments can now negotiate travel on their own and find the best rate wherever they can. Small World agreed to continue to maintain the Web page and provide Tips and Info for CU travelers. John sent out 13 letters to Travel agencies to find out if any companies were interested in doing business with CU. Out of 13 letters, 7 responses were sent in and they are listed on the Web Page, Travel.Clemson.edu. Please check the grids closely. Companies listed charge for services. All travelers will pay various fees for changes to tickets and bookings. Shop and compare wisely. Most department are still using Small World and can continue with what ever discounts they give, but you will be

charged for some services hat in the past you were not charged for and now will be. At the present time there is basically no need for them to continue meeting, but it was decided to meet in June/July in order to collect data on flying info and see if there are any issues or policies that need to be looked at. There was some discussion on problems CU will now have with tracking Travel info and the best way to report this info to Budget and Control Board. Last quarter travel reports are in, but are incomplete due to not being able to now audit data now being received. Jim Castle gave a short overview of Transportation Services of the CU Fleet vehicles. Group may no longer need to meet. Send suggestions to Cory. Maybe they only need to meet once or twice a year.

14. Union Advisory: Robin Page reported they have not met.

7. Unfinished Business

8. New Business

D. Upcoming Officer Elections: We are taking nominations in March for officer elections. The vote will be held in April. Please encourage interested people to come forward. Debbie will send out nomination form for officer positions. VP has to be continuing member of the CSC. New members can hold other officer positions.

9. The meeting was adjourned at 12:10 PM.



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